

# School & Club Marquee Pitch Booking



24<sup>th</sup> - 26<sup>th</sup> May 2024

**Bookings open 1200 Wednesday 1<sup>st</sup> February on National Schools' Regatta website**

## 1. Cost

1.1 Each marquee pitch costs £335 (+booking fee)

1.2 This cost includes;

- Pitch Space for 3 days
- Flag pole for the first 70 marquee spaces booked
- Parking for 2 vehicles to be parked directly behind the marquee (weather permitting). NSR Organisers will issue separate parking passes for these vehicles closer to the event.

## 2. Size of Pitch Space

2.1 Each pitch allocated measures 40 ft wide x 20 ft deep, or 12m wide and 6m deep.

2.2 Schools and Clubs need to supply their own marquee. National Schools' Regatta does not supply marquees.

## 3. Booking

3.1 Please use the link on the National Schools' Regatta website from noon on Wednesday, 1st February. A link will appear on the home page when bookings open (You may need to refresh your browser).

3.2 If booking for more than one club or school and two pitches are required, please complete the form accordingly and pay accordingly (please add a note to the booking to indicate the joint booking).

3.3 Please note, pitch spaces may be shared between Schools and Clubs but only one marquee may be erected.

3.4 Pitches will be allocated on a 'first come & first paid' basis.

3.5 Please make sure the **name of the School or Club is included in the payment information.**

3.6 Where a payment is received twice in error, NSR reserves the right to refund one less an admin fee.

## 4. Notification after Pitch Booking

4.1 Once booking is completed, an Eventbrite receipt will automatically be issued via email. This receipt should be kept for your records.

4.2 Please check the correct information has been supplied to ensure you receive a receipt.

## 5. Marquee location

5.1 Marquees will be on the northern side of the course only.

5.2 Pitch no 1 will be located as close to the finish as possible with pitches running towards the start.

5.2 Marquee locations will be published on the website in the week prior to the Regatta on the 'Spectators Page'.

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## 6. Access to construct Marquees

6.1 Marquees may be erected from 14:00 hrs on Thursday 23<sup>rd</sup> May, unless other arrangements are made and confirmed directly with NSR organisers at least two weeks in advance.

6.2 Marquees should not exceed the marked out space. 40 ft wide x 20 ft deep or 12m wide and 6m deep

6.3 Dorney Lake address: Dorney Lake, Court Lane, off Lake End Road, Dorney, Windsor, Berkshire, SL4 6FJ. What3words: ///entire.vibes.sport Note that there is no access from Boveney Road.

## 7. Health and Safety

7.1 It is the duty of each school or club bringing a marquee or gazebo to act responsibly and comply with all relevant Health and Safety legislation.

7.2 Schools and clubs should also consider whether they have the necessary and appropriate insurance to cover all liabilities in case of injury to themselves or any third party.

7.3 The following are intended to keep everyone safe:

- In case of high winds do take necessary precautions to ensure that your marquee is secure, such as adding weights, removing sides or lowering completely.
- If you are using a barbeque ensure that it is set up a safe distance from the marquee. Gas cylinders must be secure and a suitable fire extinguisher immediately available. No 'throw-away' barbeques may be used; no cooking immediately on the grass or ground is allowed.
- If you are cooking on site ensure that you have hand washing facilities and other appropriate food hygiene arrangements in place.
- Ensure that you are following current advice about allergens; it is probably safest to be a nut-free site for instance.
- Do not sell any food to others.
- If you are using an external caterer, please check they are registered with their local authority.

## 8. Parking

8.1 Each pitch is allowed a maximum of two vehicles parked behind (weather permitting). Two permits will be issued to the email address of the person listed as in charge of the pitch, and these must be displayed in the windscreen on arrival through the gates to Dorney Lake to enable correct direction.

8.2 Any other vehicle found behind a pitch will be required to be moved immediately. The regatta committee reserves the right to penalise a club or school which has more than two vehicles behind its pitch.

8.3 All other vehicles must be parked in the Spectator Car Park or on the Drove Road.

8.4 This may mean some items need to be conveyed to a pitch on foot, or by trolley, from the main spectator car park.

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## 9. Reduce, Reuse, Recycle

9.1 We ask everyone to operate as sustainably as possible to reduce, reuse and recycle.

9.2 Please remove all waste at the end of each day of racing. Each year NSR handles tonnes of waste which adds to our costs. Please do not leave black bags or other waste at the back of your marquee.

## 10. Security

10.1 The Regatta Organising Committee can take no responsibility for equipment left overnight. All equipment must be removed from the site at the end of racing on Sunday night.

## 11. Removal of Marquees

11.1 Marquees must be removed by 16:00 hrs on Tuesday 28th May. Any charges from Dorney Lake for late removal will be passed to the school or club.

### Acceptance of terms and conditions:

Signed on behalf of (School/Club) .....[print name of school or club]

By (Name): .....[print name of signatory]

Signature: .....[signature]

Date: .....

**THIS FORM MUST BE COMPLETED AND RETURNED** to the email address from which it was sent, by Monday 6 May 2024 latest.

Absence of a completed form may affect the order of pitches.